

**COUNTY OF SAN LUIS OBISPO BOARD OF SUPERVISORS
AGENDA ITEM TRANSMITTAL**

(1) DEPARTMENT Planning and Building	(2) MEETING DATE 11/22/2016	(3) CONTACT/PHONE Jordan Garbayo, Senior Energy Programs Coordinator / (805) 781-5982	
(4) SUBJECT Request to approve an agreement with Water Systems Consulting, Inc. for \$250,000 to provide technical and engineering support for energy efficiency projects. All Districts.			
(5) RECOMMENDED ACTION It is recommended that the Board approve and instruct the Chairperson to sign Attachment 1 to enter into an agreement with Water Systems Consulting, Inc.			
(6) FUNDING SOURCE(S) PG&E and SoCalGas	(7) CURRENT YEAR FINANCIAL IMPACT \$125,000	(8) ANNUAL FINANCIAL IMPACT \$125,000	(9) BUDGETED? Yes
(10) AGENDA PLACEMENT <input checked="" type="checkbox"/> Consent <input type="checkbox"/> Presentation <input type="checkbox"/> Hearing (Time Est. ____) <input type="checkbox"/> Board Business (Time Est. ____)			
(11) EXECUTED DOCUMENTS <input type="checkbox"/> Resolutions <input checked="" type="checkbox"/> Contracts <input type="checkbox"/> Ordinances <input type="checkbox"/> N/A			
(12) OUTLINE AGREEMENT REQUISITION NUMBER (OAR) 19001714		(13) BUDGET ADJUSTMENT REQUIRED? BAR ID Number: <input type="checkbox"/> 4/5 Vote Required <input checked="" type="checkbox"/> N/A	
(14) LOCATION MAP N/A	(15) BUSINESS IMPACT STATEMENT? No	(16) AGENDA ITEM HISTORY <input checked="" type="checkbox"/> N/A Date: _____	
(17) ADMINISTRATIVE OFFICE REVIEW Lisa M. Howe			
(18) SUPERVISOR DISTRICT(S) All Districts			

County of San Luis Obispo



TO: Board of Supervisors

FROM: Planning and Building / Jordan Garbayo, Senior Energy Programs Coordinator

VIA: Matt Janssen, Division Manager, Policy and Programs

DATE: 11/22/2016

SUBJECT: Request to approve an agreement with Water Systems Consulting, Inc. for \$250,000 to provide technical and engineering support for energy efficiency projects. All Districts.

RECOMMENDATION

It is recommended that the Board of approve and instruct the Chairperson to sign Attachment 1 to enter into an agreement with Water Systems Consulting, Inc.

DISCUSSION

Background

Since 2014, the Planning and Building Department's Energy Section has consistently engaged other County departments, as well as special districts and cities within the county in programmatic energy efficiency services. These services include: 1) rate analysis, 2) baselining and monitoring energy use, 3) on site energy assessments, 4) project selection, financing, and implementation, and 5) incentive and rebate procurement.

The County implements the Energy Watch Partnership, which coordinates energy efficiency efforts in the county. Through the Energy Watch Partnership and the associated funding provided by the California Public Utilities Commission (CPUC) and the two investor owned utilities that serve the county (PG&E and SoCal Gas), \$125,000 per calendar year has been budgeted to assist the County, special districts, and cities with engineering and technical support for various energy efficiency projects.

Need to Procure Contractor Services

The Planning and Building Department's Energy Section and the Energy Watch Partnership have dedicated staff who focus on energy efficiency project identification, selection, financing, and implementation, as well as procuring associated incentives and rebates. Energy Section staff requires contractor assistance to help with engineering and technical aspects of energy efficiency projects selected for the County, as well as special districts and cities within the county. The contractor is expected to perform tasks related to, but not limited to the following: 1) technical engineering calculations, 2) detailed site/equipment assessments, 3) permit level drawings, 4) permit procurement, 5) incentive and rebate procurement assistance, and 6) project management (as needed).

RFP Selection Process

The Planning and Building Department's Energy Section staff initiated the Request for Proposal (RFP) process consistent with County requirements. Staff released the RFP on July 18, 2016, and bidding contractors had three weeks to respond. A selection committee including representatives from the Planning and Building Department was formed to review and score each proposal using standardized criteria. Following proposal review, staff conducted interviews with all applicants.

Results of the RFP Process

The selection committee chose Water Systems Consulting, Inc. as the most qualified contractor. Staff is confident that the selection of Water Systems Consulting, Inc. as the contractor for this work will benefit the County, as well as the service districts and cities within the county, by reducing their energy costs and use, and improving operations and maintenance.

OTHER AGENCY INVOLVEMENT/IMPACT

County Purchasing has reviewed the attached contract, and County Counsel has reviewed the attached contract as to its form and legal effect.

FINANCIAL CONSIDERATIONS

The agreements that the Department holds with the utilities provide for the Department to secure certain professional services. The agreements stipulate that these professional services are reimbursed to the Department and are therefore General Fund neutral (cost and revenue offset) to the County. The Planning and Building Department Budget FY 2016-17 was prepared to include the contracted amount of \$125,000.

RESULTS

The contract will allow the Department to provide energy efficiency related technical engineering services for County facilities, as well as cities and special districts, at no cost to the County. These services will support energy efficiency projects throughout the county, and are consistent with the County's goals of promoting a healthy, livable, and prosperous community.

ATTACHMENTS

1. Attachment 1 - County Contract for Contractor Services for On-Call Engineering and Technical Support Master Services Agreement